

Master Site Plan Submittal Requirements

Master Site Plans are reviewed through a Level 5 Review process and shall comply with all standards and criteria set forth in IMC 18.04 Procedures. The Development Commission will hold a public hearing and make a recommendation on the Master Site Plan by either: approval; recommended approval with changes and/or conditions; or recommend disapproval of the application and the accompanying development plan to the City Council, the decision maker for Master Site Plans.

Prior to submittal of a Master Site Plan application, the following are required:

1. Pre-Application with City staff; and then
2. Community Conference meeting hosted by the Development Commission

I. How to Apply

Electronically Online

1. Gather your plans and supporting documents per the application checklist and plan set requirements
2. Save the documents in PDF file format per our [PDF File Format Requirements](#)
3. Apply and upload your plans to www.MyBuildingPermit.com.
Select the following options when applying:

Land Use – Any Project Type – Project or Site Plan Approval – Master Site Plan

II. Submittal Requirements

- Notarized Affidavit of Ownership/Agent Authority.
- Master Site Plan application fee in accordance with the City's Fee Schedule. **APPLICATION FILLED OUT BUT NEEDS SIGNED.**
- Submit SEPA Environmental Checklist fee (if required) in accordance with the City's Fee Schedule. Completed Environmental Checklist. Complete all questions. Additional plans and studies may be required by the Planning Department. Consult with the Planning Department to confirm if a SEPA Checklist is required for the Master Site Plan Minor Amendment. **SEPA MEMO INCLUDED TO ADDRESS THIS REQUIREMENT**
- Provide a detailed written narrative describing the Master Site Plan.
- Provide completed Environmental Checklist. Complete all questions. Additional plans and studies may be required by the Planning Department. **SEPA MEMO INCLUDED TO ADDRESS THIS REQUIREMENT**
- Provide small-scale vicinity map of the subject property.
- Provide any proposed phasing of the Master Site Plan development with an estimated development timetable. Include maximum density or square footage for each of the proposed land uses. **See Phasing note on plan cover sheet.**
- Provide Covenants, Conditions and Restrictions. **NONE KNOWN**
- Provide Master Site Plan drawings to a size of 24" x 36". **DUE TO RELATIVELY LARGE SIZE OF PROJECT, LARGER SHEETS PROVIDED AS PREVIOUSLY DISCUSSED WITH CITY.**

The Master Site plan drawings shall include the following:

- The project name, the name and address of the developer, land surveyor, architect, landscape architect and engineer;
- The date of preparation, the true north point, a graphic scale and legal description of the property proposed for Master Site Plan. Master Site Plans shall be drawn to an appropriate engineering (decimal) scale.
- The site plan layout of the proposed development;

- ✓ ○ A site survey including:
 - ✓ ✓ All existing conditions shall be delineated;
 - ✓ ✓ The location, width and names of all existing or prior platted streets or other public open spaces, permanent buildings and structures, and section and municipal corporation lines within or adjacent to the property proposed for subdivision shall be shown;
 - ✓ ✓ Existing and proposed sewer and water lines, culverts, or other underground facilities within the property and exact location as obtained from public records shall be shown; and
 - ✓ ✓ Boundary lines of adjacent lands shall be indicated by dotted lines for a distance of one hundred (100) feet from the external boundary of the property proposed for Master Site Plan and shall include the existing land use classification.
- ✓ ○ All critical areas and their buffers identified, including wetlands, creeks, steep slopes, etc. that will be protected;
 - Any usable open space;
- ✓ ○ Existing contours (solid) and proposed contours (dotted) at intervals of five (5) feet or less and references to the United States Coast and Geodetic Survey (U.S.C. and G.S.) datum. All contour lines shall be extended at least one hundred (100) feet beyond the external boundaries of the proposed Master Site Plan.
- ✓ ○ The names, location, widths and other dimensions of proposed streets, alleys, easements, parks and other open spaces, reservations and utilities, together with the purpose and any conditions or limitations of such reservations clearly indicated. Show both motorized and nonmotorized transportation circulation improvements, including sidewalks.
- ✓ ○ Clearly indicate the source of water supply, method of sewage disposal, and manner of surface runoff control.
 - If applicable, indicate the acreage of land to be subdivided, the number of lots and the areas of the lots. If a subdivision application is being processed concurrently with a Master Site Plan, conformance with the requirements of the IMC 18.13 Subdivisions shall be required. Binding Site Plan is allowed with Master Site Plan, as set forth in Chapter 58.17 RCW.
- ✓ □ Property Posting: See Property Posting Requirements Public notice site plan included with the submittal. Posting to be provide within 28 days of determination of complete application.

III. Questions

Please call the Development Services Department at 425-837-3100 if you have any questions regarding the application form or submittal requirements